



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 135

To : Reyzen O. Monserate – SEPS M & E
Airon M. Alejandro – Planning Officer
Francis Jude D. Alcomendras – AO V – Administrative Officer
Neptune L. Tambilawan - AO V- Budget Officer
Myhrra Faye Ll. Bontia – AO IV- HRMO Designate

Subject : **Attendance to Virtual Conference on the Preparation and Submission of Annual Budget Execution Plans**

Date : May 5, 2025

In reference to DepEd Regional Memorandum PPRD -2025-040 dated April 25, 2025, re: Reiteration to the Guidelines for the Preparation and Submission of the Annual Budget Execution Plans, this office informs all concern to attend a Virtual Conference on the Preparation and Submission of Annual Budget Execution Plans on May 21, 2025 at 10:00 A.M. via M.S. Teams (<https://tinyurl.com/Budget-Exec>) to discuss the Agency Performance Templates and the schedule of submission to DBM XI.

For your information and guidance.

Melanie P. Estacio
MELANIE P. ESTACIO, Ph.D. CESO VI
Schools Division Superintendent

Enclosed: As stated.
OSDS/bfd/nlt

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: MAY 06 2025 TIME: 4:27
BY: [Signature]



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120610



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City

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April 28, 2025

REGIONAL MEMORANDUM
PPRD-2025-040

REITERATION TO THE GUIDELINES FOR THE PREPARATION AND SUBMISSION
OF THE ANNUAL BUDGET EXECUTION PLANS

To: Schools Division Superintendents
Chief Administrative Officers, FD and AD
Chief Education Supervisor, PPRD

1. Pursuant to the Circular Letter No. 2022-14, signed by Secretary Amena F. Pangandaman of the Department of Budget and Management, this Office reiterates the guidelines for the preparation and submission of the Annual Budget Execution Plans for covering the Fiscal Year 2023 Budget and thereafter.

2. Anent thereof, Functional Divisions concerned are invited to attend a **Virtual Conference on the Preparation and Submission of Annual Budget Execution Plans on May 21, 2025, at 10:00 A.M. via M.S. Teams** (<https://tinyurl.com/Budget-Exec>) to discuss the Agency Performance Templates and the schedule of submission to DBM XI. The participants are listed as follows:

RO Participants	Number of Pax	SDO Participants	Number of Pax
PPRD (CES, EPS, PO, Stat I)	4	Planning Officers	11
FD (CAO, SAO, BO, RO)	4	Budget Officers	11
AD (CAO, SAO, HRMO, TCE II)	4	SEPS for M&E	11
		Administrative Officer	11
		Personnel (HRMO)	11
Total	12	Total	55

3. For other important details, refer to the enclosures.

4. Immediate dissemination and strict compliance of this Memorandum is highly desired.

Enclosed: As Stated
ROP2/cadi

RELEASED

By: [Signature]
Date: 11/27/25 Time: 3:48 PM
120610

ALLAN G. FARNAZO
Director IV



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